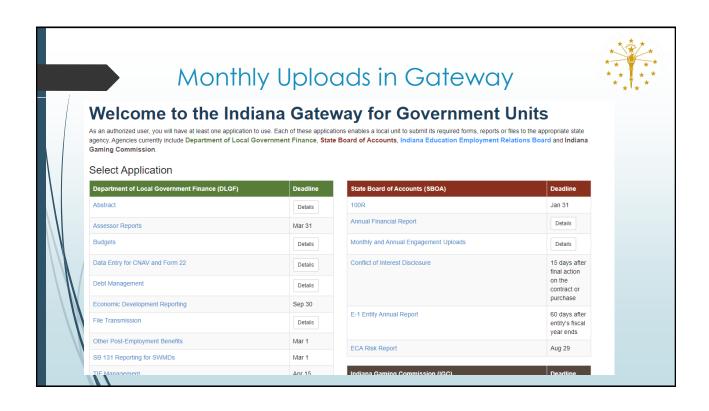
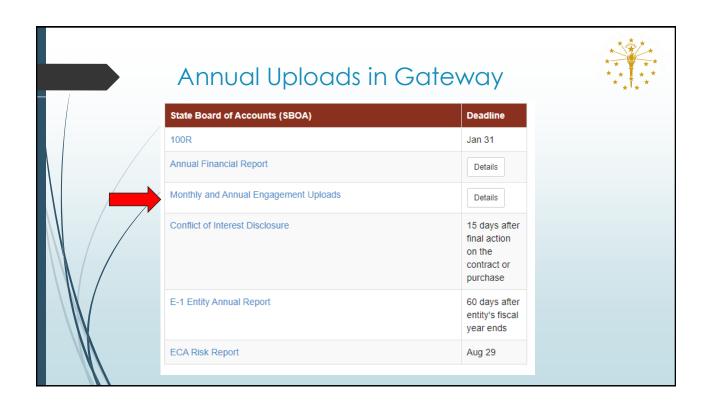
Due 60 days after year end February 29, 2020

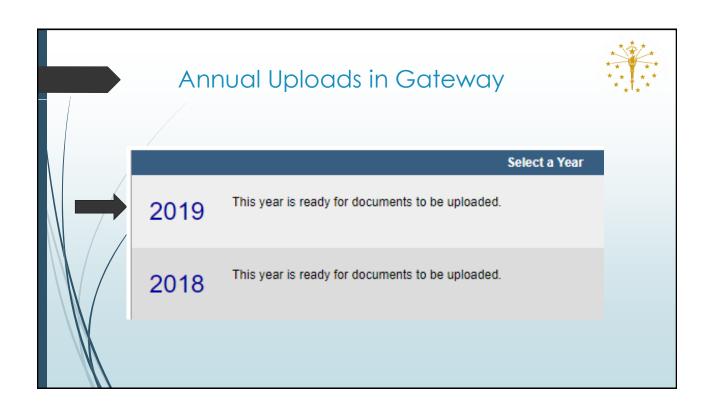
www.gateway.ifionline.org

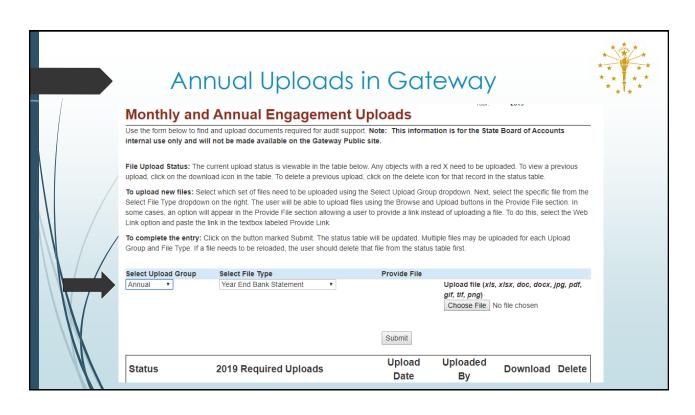
Indiana State Board of Accounts













### **Bank Statement**

- December 2019 statement for each bank account
- Does not require images of checks
- No reconcilement here it will be with the monthly uploads

#### Annual

Year End Bank Statement
Year End Outstanding Checklist
Year End Investment Statements
Detail of receipt activity
Detail of disbursement activity
Current Year Salary Ordinance
Annual Vendor History Report

# Annual Uploads in Gateway



## **Outstanding Checklist**

- Detailed list
- Checks written but not cleared bank
- Total should agree to amount on the reconcilement
- Include
  - □ check date
  - □ check number
  - check amount

#### **Annual**

Year End Bank Statement
Year End Outstanding Checklist
Year End Investment Statements
Detail of receipt activity
Detail of disbursement activity
Current Year Salary Ordinance
Annual Vendor History Report



## **Investment Statements**

- Similar to checking account statement
- December 2019 account statement
- For all investment accounts

#### Annual

Year End Bank Statement Year End Outstanding Checklist Year End Investment Statements Detail of receipt activity Detail of disbursement activity Current Year Salary Ordinance Annual Vendor History Report

# Annual Uploads in Gateway



## **Detail of Receipt Activity**

- Does <u>not</u> apply if hand-posted records
- Listing of all receipts issued & posted
- Include receipt numbers

#### Annual

Year End Bank Statement
Year End Outstanding Checklist
Year End Investment Statements
Detail of receipt activity
Detail of disbursement activity
Current Year Salary Ordinance
Annual Vendor History Report



## **Detail of Disbursement Activity**

- Does <u>not</u> apply if hand-posted records
- · Listing of all non-payroll disbursements issued & posted
- Include check numbers & vendor names

#### Annual

Year End Bank Statement
Year End Outstanding Checklist
Year End Investment Statements
Detail of receipt activity
Detail of disbursement activity
Current Year Salary Ordinance
Annual Vendor History Report

# Annual Uploads in Gateway



## **Current Year Salary Ordinance**

 Scan & upload 2019 salary ordinance(s) in effect at end of year for the 2019 Annual Upload

#### Annual

Year End Bank Statement
Year End Outstanding Checklist
Year End Investment Statements
Detail of receipt activity
Detail of disbursement activity
Current Year Salary Ordinance
Annual Vendor History Report



## **Vendor History Report**

- Does <u>not</u> apply if hand-posted records
- Detailed listing of all vendors to whom checks were issued during the year
- Should show a total by vendor

#### Annual

Year End Bank Statement
Year End Outstanding Checklist
Year End Investment Statements
Detail of receipt activity
Detail of disbursement activity
Current Year Salary Ordinance
Annual Vendor History Report

## Contact Information



Todd Caldwell, CFE Susan Gordon, CPA

**Directors of Audit Services** 

cities.towns@sboa.in.gov

317-232-2513

Gateway Help Desk: gateway@sboa.in.gov

Indiana State Board of Accounts 302 W. Washington St., Rm E418 Indianapolis, IN 46204